



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZA

1 December 2005

MEMORANDUM FOR ALL USAG-HESSEN MILITARY PERSONNEL

SUBJECT: Standard Operating Procedure (SOP), Implementation of Controls to Mitigate Sexual Assault Incidents

1. PURPOSE. To define and establish the USAG Hessen Commander's requirements for implementing controls to reduce and mitigate sexual assault incidents within the USAG Hessen footprint.
2. APPLICABILITY. This SOP applies to all HHC/HHD within the garrison.
3. HHC/HHD Commanders will:
 - a. Establish and post a Company Command Policy Letter regarding the "zero tolerance" for alcohol related or any other incidents resulting in Sexual Assault to include consequences for violations that can include adverse administrative actions or Uniform Code of Military Justice (UCMJ).
 - b. Ensure before every long weekend that all Soldiers fill out the "Sexual Assault Counter Measure Worksheet" (Appendix A) to identify Soldiers that are at risk for being assaulted and those who may act out the assault. First line supervisors will be responsible for counseling Soldiers on the proper techniques to prevent sexual assault. Both the Soldier and the first line supervisor will be responsible for signing the questionnaire, the Soldier and the first line supervisor will retain a copy and a copy will be submitted to the Company HQ for the Commander and 1SG to review.
 - c. Establish periodic unannounced checks of barracks on the weekend (beginning on Friday night/early Saturday morning) at various hours to ensure safety of all personnel. Ensure personnel conducting inspections call their respective garrison EOC when entering and exiting from checks to ensure the action is logged. Also, do periodic barracks walks to ensure important phone numbers of UVA (Unit Victim Advocates), IVA (Installation Victim Advocates), SARC (Sexual Assault Response Coordinator) and contact information are available in case of a sexual assault incident on the barracks doors and near hall phones.
 - d. Conduct the "Commander's Physical Security Crime (Sexual Assault) Prevention Checklist (Appendix B). Be familiar with the USAREUR Commander's "Battle Drill" actions (Appendix C) when a sexual assault incident is reported.

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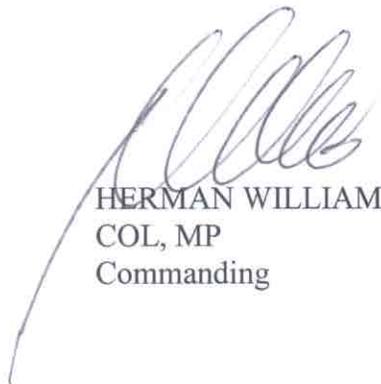
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e. Appoint in writing a primary and alternate Unit Victim Advocate (UVA) (Appendix D). Ensure UVA attends all necessary training and understands responsibilities.

f. Ensure first line supervisors are conducting under the oak tree counselings to help monitor Soldiers activities and destinations. Use this as a risk management tool to ask them several questions prior to them leaving for the weekend to help mitigate risk.

g. Ensure all mandatory and recommended training that encompasses Sexual Assault is attended by all company personnel and attendance is strictly enforced. If Soldiers are unavailable ensure there are make-up dates for briefs. Emphasize Sexual Assault Risks, Prevention and Response in all holiday safety briefings.

4. POC is CPT Amanda Akers-Vornholt; DSN: 322-1450 or email: amanda.akersvornholt@us.army.mil



HERMAN WILLIAMS III
COL, MP
Commanding

USAG HESSEN SEXUAL ASSAULT PREVENTION

Sexual Assault Individual Risk Assessment

Risk Factors

(circle the appropriate categories and corresponding points)

| | | | |
|---------------|---------------|------|--------|
| Sex: | Female +5 pts | Male | +1 pts |
| Age: | 19 - 23 yrs | | +8 pts |
| | 24 - 28 yrs | | +6 pts |
| | 29 - 33 yrs | | +3 pts |
| | 34 and above | | +1 pts |
| Grade: | E1-E3 | | +6 pts |
| | E4-E5 | | +4 pts |
| | E6-E7 | | +2 pts |
| | E8-E9 | | +1 pt |
| | O1-O3 | | +4 pts |
| | O5 and above | | +1 pts |

Living Conditions:

| | |
|----------|--------|
| Barracks | +5 pts |
| Housing | +4 pts |
| Off Post | +8 pts |

Contributing Factors:

| | |
|------------------------|--------|
| Alcohol | +3 pts |
| Poor Judgment | +3 pts |
| Traveling Alone | +3 pts |
| Add all circled points | _____ |

Total:

Risk Assessment Chart

Extremely High Risk= 25 pts and higher

High Risk= 20-24 pts

Moderate Risk=15-19 pts

Low Risk=15 pts and below

WHERE DO YOU STAND?

Sexual Assault Counter Measures Worksheet

Counter Measures

Ensure that newly arrived soldiers receive POSH (Prevention of Sexual Harassment) training AR 600-20 and receive a Sexual Assault Briefing during ITC.

Ensure that deploying and redeploying soldiers receive POSH training.

Post the Sexual Harassment and Sexual Assault Policy on unit bulletin boards.

Make available a list of individuals who to contact in case of Sexual Assault

Maintain a sexual harassment prevention program that address current issues.

Ensure Soldiers attend annual Sexual Assault Awareness Briefing IAW AR 600-20.

The largest percentage of sexual assault offenses occurred in barracks. Soldiers residing in barracks should ensure that doors are locked and have peep holes, the interior and exterior is well illuminated, really know the person your inviting to your room and let a friend know. Leaders implement and conduct no notice walk through of common areas.

Individuals residing in housing should also ensure doors are locked and have peepholes, the area is illuminated inside and out. Do not allow uninvited guest into your house, if you invite a guest let a friend know and give them a time to call and check on you. Check the credentials of repair men and if you did not call for repair do not let them in.

Individuals residing in quarters off post the same apply as on post housing in addition vary your routine, Park your car in well illuminated areas and do not become complacent.

More than half of sexual assault offenses involved alcohol. Leaders enforce alcohol abuse training and effective consequences for violators.

Poor judgment also contributes to sexual assault. Leaders have small group discussion with you soldiers and let them know the dangers of poor judgment.

Traveling alone whether to a party, disco, downtown, nature walking or out for a run could result in unwanted advances. Leaders ensure that the buddy system is being utilize. Its not only safe its also fun when you share a pleasant trip with a friend

Residual Effects

SEX

Although your sex can not officially change your sex the countermeasures will drastically reduce your risk.

AGE

Implementing countermeasures could reduce the risks associated with lifestyles of younger soldiers by 2 points.

GRADE

Leaders conducting training as directed by AR 600-20 could reduce the risks associated with lifestyles of younger soldiers by 2 points.

LIVING CONDITIONS

Implementing countermeasures in the barracks, off post housing and housing could reduce the risk of sexual assault by 2 points.

CONTRIBUTING FACTORS

Educating soldiers to the contributing factors of sexual assault along with implementing countermeasures could reduce the risk of sexual assault By 2 points

Soldier Signature _____

Supervisor Signature _____

SUBJECT: Standard Operating Procedure (SOP), Implementation of Controls to Mitigate Sexual Assault Incidences (Appendix B)

**COMMANDER'S PHYSICAL SECURITY
CRIME (SEXUAL ASSAULT) PREVENTION CHECKLIST**

| | | |
|--|------------------------|-----------|
| Unit Inspected: | Date Inspected: | |
| Inspectors: | | |
| SECTION I - UNIT COMMANDERS | | |
| General | Yes | No |
| Does the unit have a crime-prevention program according to AR 190-13? | | |
| Is an officer or noncommissioned officer (NCO) (staff sergeant or above) appointed in writing as the unit crime-prevention officer or NCO? | | |
| Are new unit personnel briefed on crime prevention and personal-security procedures, and is the briefing incorporated into regularly scheduled training? | | |
| Are procedures or standing operating procedures (SOPs) established to ensure the safety and security of personnel? | | |
| Are unannounced checks made of unit areas? | | |
| Is sexual assault prevention training conducted and is the training documented and kept on file? | | |
| Does the command place emphasis on the prevention of sexual assault and other related crimes? | | |
| Are corrective action plans initiated when deficiencies are reported or noted? | | |
| Has the commander prohibited or limited the consumption of alcohol in the barracks? | | |
| Does the unit have an established visitor policy that prohibits visitors after a designated hour and is this policy enforced? | | |
| Does the unit have the most-current list of off-limit areas in the community posted? | | |
| Are incidents of sexual assault reported immediately to the provost marshal and the sexual assault response coordinator (SARC)? | | |
| Is sexual assault prevention discussed in unit safety briefings at high-risk periods, such as during pre- and post-deployment and before holiday weekends? | | |
| Are Soldiers aware of sexual assault risk factors and basic preventive techniques? | | |
| Does the unit consider sexual assault prevention when arranging sleeping quarters in a deployed environment? | | |

| Crime-Prevention Standing Operating Procedure (SOP) | Yes | No |
|--|------------|-----------|
| Does the unit have a written unit-level crime-prevention SOP? | | |
| Does the SOP address the prevention of sexual assault? | | |
| Does the SOP explain the responsibilities of the crime-prevention officer or NCO or the senior occupant? | | |
| Does the SOP outline individual security responsibilities? | | |
| Does the SOP outline unit security responsibilities, including providing for unit security procedures and education on the prevention of sexual assault? | | |
| Does the SOP include POC information for reporting incidents (military police desk and the SARC), crime-prevention surveys (Criminal Investigation Command), and physical security for access control or structural deficiencies (garrison provost marshal physical security staff)? | | |
| Does the SOP address the random conduct of unit-level crime-prevention inspections and surveys of workareas and barracks? | | |
| Are emergency telephone numbers posted on all public and pay telephones? | | |
| Charge of Quarters (CQ) | Yes | No |
| Are unit CQs used when barracks buildings are not equipped with adequate exterior and interior locking devices to control access? | | |
| Does the CQ have written instructions that outline specific security checks to be made when he or she is on duty? | | |
| Does the CQ follow established procedures when conducting these checks? | | |
| Does the unit have a visitor's register system to identify strangers in the barracks? | | |
| Is the CQ required to maintain a duty log while on duty? | | |
| Does the CQ have a current roster of unit personnel and their room numbers? | | |
| Are unit offices, locker rooms, dayrooms, and storage rooms secure when not in use? | | |
| Is access to offices, dayrooms, barracks, and other rooms and areas controlled or monitored by the CQ or by electronic means? | | |
| Does the CQ conduct periodic checks to make sure barracks-room doors are locked? | | |

| Billets / Barracks | Yes | No |
|---|------------|-----------|
| Are specific procedures or safeguards used to control unauthorized access to unit facilities? | | |
| Are crime-prevention posters displayed to ensure maximum visibility? | | |
| Are all rooms adequately secured when occupants are asleep or absent? | | |
| Do locks on exterior doors provide adequate security? | | |
| Are exterior doors equipped with peepholes so that occupants can see who is outside the door? | | |
| Are hallway, stairwell, and basement lights left on at all times or equipped with a motion-activated switch to prevent someone from turning them off? | | |
| Building Exterior and Parking Lots | Yes | No |
| Are building exterior and parking-lot lights adequate and operational? | | |
| Are all building doors and windows secured? | | |
| Is access to the facility controlled when the facility is occupied? | | |
| Is access to the entire facility controlled? | | |
| Is access to the area surrounding the facility controlled when the facility is occupied? | | |
| Are trash receptacles, landscaping features, and other features more than 1 foot high within 30 feet of the facility, and do they offer concealment for an aggressor? | | |
| Is the facility surrounded by a perimeter fence? | | |
| Is the fence that surrounds the facility at the required minimum distance from the facility? | | |
| SECTION II - GARRISON COMMANDERS | | |
| General | Yes | No |
| Does the community have a crime-prevention program in accordance with AR 190-13? | | |
| Is an officer or NCO (staff sergeant or above) appointed in writing as the community crime-prevention officer or NCO? | | |
| Are crime-prevention surveys conducted in accordance with FM 3.19-30, appendix B? | | |
| Do crime-prevention surveys address the security of the particular facility as well as its surrounding area? | | |
| Does the community maintain, publish, and post a current list for off-limit areas in the community? | | |

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|--|------------|-----------|
| Are personnel who are new to the community briefed on crime prevention and personal security procedures, including sexual assault, and is this briefing incorporated into regularly scheduled community inprocessing training? | | |
| Does the community crime-prevention officer or NCO or the supporting community military police conduct unannounced inspections, and are required corrective actions initiated? | | |
| Are unannounced checks made of clubs, gyms, and other public areas? | | |
| Do the military police and other first responders receive rape-victim sensitivity training? | | |
| Are emergency telephone numbers posted on all telephones, including public and pay telephones? | | |
| Crime-Prevention Plan | Yes | No |
| Does the community have a published community-level crime-prevention plan? | | |
| Does the community crime-prevention plan address the prevention of sexual assault? | | |
| Does the plan explain the responsibilities of the crime-prevention officer or NCO or other key personnel responsible for crime-prevention program management? | | |
| Does the plan outline individual, unit, and activity security responsibilities? | | |
| Does the plan outline community security responsibilities, including providing community-wide security education and training on the prevention of sexual assault? | | |
| Does the plan include a section that identifies reporting procedures for all types of crime? | | |
| Does the plan include a section that addresses random community crime-prevention inspections and surveys of public, work, housing, and barracks areas? | Yes | No |
| Public Facilities | | |
| Are specific procedures or safeguards used to control unauthorized access to public facilities? | | |
| Are crime-prevention posters displayed to ensure maximum visibility? | | |
| Are all rooms adequately secured when not in use? | | |
| Do locks on exterior doors provide adequate security? | | |
| Are hotel-room doors equipped with peepholes so that occupants can see who is outside the door? | | |
| Are hallway, stairwell, and basement lights left on at all times or equipped with a motion-activated switch to prevent someone from turning them off? | | |

| Housing and Barracks Facilities | Yes | No |
|---|------------|-----------|
| Are specific procedures or safeguards used to control unauthorized access to housing and barracks facilities? | | |
| Are crime-prevention posters displayed to ensure maximum visibility? | | |
| Are all rooms, buildings, and storage facilities adequately secured when not in use? | | |
| Do locks on exterior doors and windows provide adequate security? | | |
| Is key control properly maintained and locks replaced when the current occupants move out? | | |
| Are parking lots and building entryways equipped with adequate lighting? | | |
| Is the physical structure (for example, doors, doorframes, locking devices) adequate to prevent or delay forced entry? | | |
| Are exterior doors equipped with peepholes so that occupants can see who is outside the door? | | |
| Are hallway, stairwell, and basement lights left on at all times or equipped with a motion-activated switch to prevent someone from turning them off? | | |
| Building Exteriors and Parking Lots | Yes | No |
| Are building exterior and parking-lot lights adequate and operational? | | |
| Are all building doors and windows secured? | | |
| Is access to the facility controlled when the facility is occupied? | | |
| Is access to the entire facility controlled? | | |
| Is access to the area surrounding the facility controlled when the facility is occupied? | | |
| Are trash receptacles, landscaping features, and other features more than 1 foot high within 30 feet of the facility? | | |
| Are items that obstruct view or provide concealment within 30 feet of the facility? | | |
| Is the facility surrounded by a perimeter fence? | | |
| Is the fence that surrounds the facility at the required minimum distance from the facility? | | |
| Are security cameras used as a crime-prevention measure? | | |
| Do military police or other designated personnel conduct security checks and make random security patrols of both public and private areas (for example, housing and barracks)? | | |

COMMANDER'S "BATTLE DRILL"

Commander Actions When a Sexual Assault Incident is Reported

| | |
|----|--|
| 1 | Ensure the physical safety of the victim. Determine if the alleged assailant is still nearby and if the victim needs protection. |
| 2 | Advise the victim of the need to preserve evidence (for example, by not bathing, showering, or washing garments). |
| 3 | Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred before the past 72 hours). |
| 4 | Make appropriate administrative and logistical coordination for the movement of the victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis.) (<i>in theater</i>) |
| 5 | Ask if the victim needs a support person (for example, a friend, victim advocate, chaplain, or other professional) to immediately join the victim. |
| 6 | Notify the sexual assault response coordinator (SARC), who will explain to the victim the victim advocacy services available and appoint a victim advocate if one is desired. |
| 7 | Notify the chaplain if the victim requests pastoral counseling or assistance. |
| 8 | <p>Notify the Criminal Investigation Command (CID), military police, garrison provost marshal (AR 195-1, para 6), and commanders in the chain of command (as appropriate) within 24 hours (as soon as the victim's safety is established and arrangements have been made for medical treatment), and—</p> <ul style="list-style-type: none"> • Limit the details regarding the incident to only personnel who have a legitimate need to know. • Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except by personnel who may have a need to know (including but not limited to CID investigators and the trial counsel). • Collect only the necessary information (for example, the victim's identity, location and time of the incident, name or description of the offender). Do not ask detailed questions or pressure the victim for responses. |
| 9 | Ensure the victim is made aware of and encouraged to exercise his or her options during each phase of the medical, investigative, and legal processes. |
| 10 | Ensure the CID informs the victim and witnesses of their rights by giving them a completed DD Form 2701 (AR 27-10). |
| 11 | Inform the victim of resources in theater that are available through the Victim / Witness Assistance Program (AR 27-10). Also inform the victim of resources that are accessible in the area of operation (for example, Military One Source (1-800-464-8107 or collect 484-530-5889, 24 hours a day, 7 days a week) and the DOD Deployment Health Support Hotline (1-800-497-6267 from 0900 to 2100, Monday through Friday)). |

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| 12 | <p>Provide emotional support to the victim:</p> <ul style="list-style-type: none"> • Throughout the investigation, consult with the victim and, to the extent practicable, accommodate the victim's wishes, as long as a full and complete investigation is not compromised. • Listen to and engage in quiet support of the victim, as needed. Also, be available in the weeks and months following the sexual assault, and ensure the victim that she or he can rely on the commander's support. • Emphasize to the victim the availability of additional means of support, and refer the victim to counseling groups and other victim services. |
| 13 | <p>Confer with the commander's legal representative, the servicing staff judge advocate (SJA) office, or both to consider legal options, responsibilities (for example, pretrial restraint, military protective order (MPO) (DD Form 2873)), and the appropriate disposition of the alleged offense. If the alleged offender is a foreign national or from a coalition force, confer with the SJA on responsibilities, options, and victims rights (<i>in theater</i>).</p> |
| 14 | <p>Determine the best courses of action for separating the victim and the alleged offender during the investigation.</p> <ul style="list-style-type: none"> • Determine whether the victim wants to be transferred to another unit. • Determine if the suspect needs or wants to be transferred to another unit. • Consider whether an MPO (referred to as a "no contact order") is appropriate. • Coordinate with sexual assault treatment and counseling resources and the chain of command (involving as few people as possible and only on a need-to-know basis to protect the victim's privacy) to determine if the victim's condition warrants redeployment or reassignment until a final legal disposition of the sexual assault case has been made and the victim is no longer in danger. To the extent practicable, preferential consideration related to the reassignment should be based on the victim's desires. |
| 15 | <p>Flag (suspend favorable personnel actions) any Soldier under charges, restraint, or investigation for sexual assault in accordance with AR 600-8-2, and suspend the Soldier's security clearance in accordance with AR 380-67.</p> |
| 16 | <p>Avoid automatically suspending or revoking the victim's security or personnel reliability program clearance when possible, since the victim can be treated for his or her trauma. Consider the negative effect that suspension of a victim's security clearance has on both the victim's emotional condition and the service climate for reporting.</p> |
| 17 | <p>Determine how to best dispose of the victim's collateral misconduct. Unless overriding considerations exist, commanders should consider exercising their authority to defer disciplinary actions for the victim's misconduct until after the final disposition of the sexual assault case.</p> |

| | |
|----|---|
| 18 | Update the battalion or higher-level commander on the status of the victim and the alleged offender within 14 calendar days, and each month thereafter, until the case is officially closed. If the victim or alleged offender is transferred or redeployed before the case is closed, coordinate with investigative and SJA personnel before stopping monthly updates on the individuals involved. |
| 19 | Update the victim each month on the sexual assault investigation until its final disposition. Follow up with the victim within 45 days after disposition of the case. |
| 20 | Consult with the servicing legal office or criminal investigative organization and notify the assigned victim advocate before taking any administrative action affecting the victim. |
| 21 | Ensure unit personnel are kept informed of the risk factors associated with sexual assault, especially those risk factors unique to the deployed environment. |

SUBJECT: Standard Operating Procedure (SOP), Implementation of Controls to Mitigate Sexual Assault Incidences (Appendix D)

FORMAT FOR APPOINTMENT ORDERS



DEPARTMENT OF THE ARMY

UNIT NAME
UNIT NUMBER
APO AE 00000-0000

OFFICE SYMBOL

date

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: Additional Duty Appointment

1. Effective (date) , (grade and name) is assigned duties as the unit victim advocate (UVA).
2. AUTHORITY: USAREUR Message # 0503193, subject: Unit Victim Advocate (UVA) – Army Sexual Assault Prevention and Response Program.
3. PURPOSE: To implement the Army's Unit Victim Advocacy Program as part of the Army in Europe Sexual Assault Prevention and Response Program in the Army in Europe.
4. PERIOD: Until officially relieved or released from this appointment.
5. SPECIAL INSTRUCTIONS: On appointment, the UVA must establish contact with the garrison sexual assault response coordinator (*name, telephone number, and e-mail address*).

MARY M. SMITH
Lieutenant Colonel, AG
Commanding

DISTRIBUTION:
Individual Concerned
Unit Training NCO
SARC

Encl 12